

ROUTING AND RECORD SHEET**SUBJECT:** (Optional)

ILSP Working Group Meeting Minutes - 7 July 1988


FR: <input type="text"/>		EXTENSION	NO. OL 10238-88	STAT STAT
Chm ILSP Working Group, Rm 3E14 Hqs		<input type="text"/>	DATE 21 July 1988	
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. <input type="text"/> NBPO Rep. 3E24 Hqs.		7/27	A	STAT
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11 July 1988

MEMORANDUM FOR: ILSP Working Group Members, Alternates and Meeting Attendees

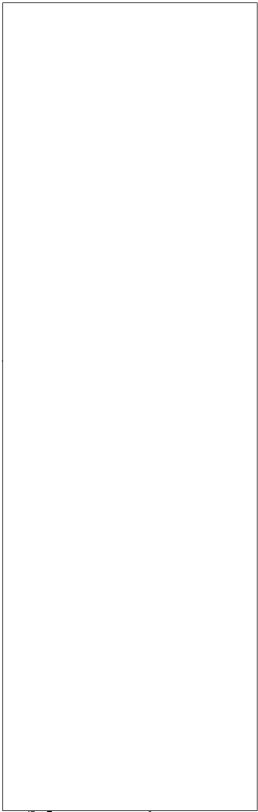
FROM:


Chairman, ILSP Working Group

STAT

SUBJECT: ILSP Working Group Meeting Minutes - 7 July 1988

1. The scheduled meeting of the ILSP Working Group (ILSP) was held at 1000 hours, 7 July 1988. The following representatives were present:


ILSP
ILSP
ILSP
O/Compt
DCI Representative
DCI/Admin
DA Alternate
DS&T Alternate
ILSP
OIT/CED/SI
OS/HSD
OS Representative
DO Representative
OIT Alternate
OSWR
DI Alternate
OSWR
NESA/Admin
OIT Representative
OS Alternate
OEA Logs
OIR
OS SESD
OGC
ILSP

STAT


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OL 10238-88

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Attached is a copy of the meeting agenda. (Attachment 1)

2. The minutes of the previous meeting were approved.

3 OL Topics

- A. [] briefed the latest ILSP Schedule. (See Attachment 2) There have been no significant changes to the schedule. Consideration is being given to passing out the detailed schedules prepared weekly by the Joint Schedule Forum. STAT
- B. [] said that the phone allocation numbers received from the Directorate ILSP WG representatives have been consolidated and sent to the DDA. The DDA, in turn, will ask each of the Agency DD's to operate within these limits. STAT
- C. [] reported on fit-up and survey work in the NHB. STAT
- . Work on HVAC and electrical modifications for OSWR rooms will to be completed by 27 July 1988.
 - . The construction documents for OIG were completed on schedule.
 - . Work continues on schedule for all OTE classrooms.
 - . The schedule for 100% design drawings for OP has been changed to 18 July 1988.
 - . The design drawings for PPS will be passed to SH&G for developing construction drawings by 11 July 1988.
 - . 100% SE drawings were complete 1 July 1988.
 - . The Design Branch development of design drawings for the OMS Fitness Center is on schedule.
 - . Requirements gathering for OS and for HIC are proceeding on schedule.

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- D. [] reported that 29 OTS Support Personnel moved into the NHB on 5 July 1988 with only minor problems. Other OTS moves have continued on schedule since 5 July. OS said that the 4th floor main entrance is open and staffed by SPOs 24 hours a day, but the hours may be cut back because of minimal usage, especially during 2nd and 3th shift. STAT
- E. [] said that OMS had approved the safety aspects of the chemicals needed by OTS and the chemicals would start to move into the NHB on the night of 7 July 1988. STAT
- F. [] reported that Carpet, Partition, and Furniture installations are proceeding on schedule. (Attachment 3) He requested that components not move any furniture or partitions installed in NHB. If components do wish to make such moves after they occupy NHB space, they should request OL to provide the service. STAT

G. OL Issues/Concerns

There were no new OL issues or concerns.

A question about opening windows in the NHB brought the response that windows in the NHB are not fire exits and are not to be opened by occupants. OMS will produce a bulletin on safety features of the NHB for distribution to employees in the near future.

4. OIT Topics

- A. [] said that OIT will be present to help components resolve problems the morning after they move into their new offices. If a component wishes to disconnect a phone, it must be performed by an OIT technician. Secure and non-secure phones must be separated by 3 feet. STAT
- B. The next computer relocation is the SAFE system scheduled for the Labor Day weekend. Other components moved to 1D16 OHB earlier will be put into operation this week.
- C. OIT Issues/Concern

There were no new OIT issues/concerns.

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5. OS Topics

- A. There will be 18 active alarm systems in the NHB as of 7 July 1988. An action item was assigned to get certain lights removed from 1S87 so that an alarm can be set. There have been no alarm problems with any of the completed moves.
- B. OS stated they are not involved in the safe issue in the NHB. OSWR will have a limit of 99 safes, but will take 124 safes temporarily until the 5 drawer safes they ordered come in. SE has reduced their number of safes by 30% to 40%.
- C. As a new concern, OS said that visitors are showing up at the 4th floor NHB entrance. No visitor badges can be processed at the west entrance until the PASS machines are put in operation on by 15 July 1988.

6. OMS Topics

- A. There was no OMS representative at this meeting.

7. OIR Briefing

[] briefed on OIR support to the DI components relocating to the NHB. Some of the points made are as follows:

- . ADP support people moving into the NHB will be centralized. OIR is working with OIT, OEA, NESA to review drawings and resolve discrepancies.
- . OIR aims to resolve newly encountered problems to insure they do not reoccur.
- . Print destinations need to change. Possibly, dual locations will have to be maintained during the move period.
- . OIR will work with [] to get new phone numbers. The numbers go with the jack number and location, not people.
- . OIR's concern is primarily the move of ADP equipment.

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8. General Issues or Concerns

- A. Parking passes will be issued before components move.
- B. 20% of the OTS people moving to the NHB from off the compound have joined car pools.
- C. Corridors will be carpeted about 30 days after a floor has been fully occupied.

9. Action Item Review

No open action items were reviewed.

10. New Action Items

ILSP-62 Remove lights from room 1S87 to permit
installation of an alarm system
Due - 21 July 1988

ILSP

STAT

11. The next ILSP WG meeting is scheduled for 21 July 1988 at 1000 in
3E14 HQs.

STAT

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ATTACHMENT 1

ILSP WORKING GROUP
AGENDA
7 JULY 1988

- OLD BUSINESS

- Review/Approval of Minutes of previous meeting

- OL TOPICS

- Overview of ILSP Schedule
- Phone Allocations
- Status of NHB Fit-up Work
- Status of NHB Survey Work
- Carpet, Partition & Furniture Progress Report
- Issues/Concerns?

STAT

STAT

STAT

STAT

- OIT TOPICS

- Status of PBX, Wang, and special wiring work in NHB
- Status of Computer Systems relocation
- Issues/Concerns?

STAT

- OS TOPICS

- Status of Alarm work in NHB
- Safes in the NHB - Anything New?
- Issues/Concerns?

STAT

- OMS TOPICS

- Issues/Concerns?

STAT

- OIR BRIEFING NHB SUPPORT

- GENERAL ISSUES OR CONCERNS?
 - DA
 - O/DCI
 - DI
 - DO
 - DS&T

- ACTION ITEM REVIEW

- NEXT MEETING: 21 July 1988, 10:00 3E14 HQS

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ATTACHMENT 2

1 JULY 1988

		COMPLETION DATES						
NORTH		OL	OL	OIT	OL	OIT	OL	OS
Tower	Agency	100%	Provide	UnderFloor	Carpet/	Install	Final	Alarms
Area	Office	Drawings	Access	Work	Furniture	Phones	Checkout	Working
Ground	OTS	122887*	031588*	051188*	062288*	063088	071588	063088
	OL	030188*	031888*	051388*	051388*	063088	070888	051388*
	OP	070188	062488	102688	122388	010289	010989	100388
1st	OTS	110487*	121587*	030888*	042988*	051288*	063088*	051388*
	OIT u	041188*	042088*	071188	080888	081888	082588	070888
	OIT m	-----COMPLETE-----*						
2nd	OTS	120987*	120487*	050288*	062888*	063088	070188	051388*
	OIT xyz	033088*	042088*	070888	080588	081788	082488	051388*
	OIT h	041188*	042088*	080588	090288	092688	100388	051388*
	OTE	030988*	032388*	050988*	070788	071188	071888	051388*
	OIT isc	042988*	032388*	051388*	060688*	062388	062788	051388*
	OSO	061088*	062088*	071588	102588	110188	110888	042988*
3rd	OSWR	102387*	102387*	050288*	062488*	070888	071588	051388*
	OTS	102387*	102987*	032988*	042988*	052088*	063088*	051388*
4th	OSWR	102687*	021088*	050288*	071588	070888	071588	051388*
	OTE	030188*	031588*	052088*	083088	090188	090988	051388*
	OP	062388	062488	101888	111688	112388	120188	070888
	PPS	070188	092288	122088	011889	020289	020989	070888
	OMS	030188*	031588*	050988*	071588	062788	071588	051388*
	OTE 12	051188*	060388*	081988	091388	100488	101288	051388*
	OTE 30	051188*	061088*	080888	090788	092888	100588	051388*
5th	OSWR	111387*	112087*	050288*	071588	072988	080588	051388*
	MPSS	020188*	020988*	041588*	071588	071988	072688	051388*
	OIT isc	030788*	032288*	052088*	071588	071988	072688	051388*
6th	NESA	011588*	011988*	041188*	061688*	052088*	070188	051388*
	OEA	012188*	012888*	041188*	061688*	052588*	070188	051388*
	DITF	012188*	012888*	041188*	070588	070788	071488	051388*

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6 July 1988

		COMPLETION DATES						
South Tower Area	Agency Office	OL 100% Drawings	OL Provide Access	OIT UnderFloor Work	OL Carpet/Furniture	OIT Install Phones	OL Final Checkout	OS Alarms Ready
Ground	OTS	062488						
	OP	072188						
	OIT	060888*						
	OL	081288						
	OS	HOLD						
	OMS	072588						
1st	OP	072188						
	OIT	060888*						
	SE	070188*						
	HIC	081288						
	OL	081288						
	OIR	081288						
	OP/EAA	081288						
2nd	OIT	060888*						
	SE	070188*						
	OIG	052588*						
	CIC	063088						
	ISC	082988						
3rd	OP	072188						
	OIT	060888*						
	AF	080288						
	OSWR	052588*						
4th	OP	072188						
	ISC	HOLD						
	OS	HOLD						
	OTE	060888*						
5th	OP	072188						
	ISC	062988						
	OL	081288						
6th	OL	HOLD						
	OF	HOLD						
	OGC	051788*						

NOTES:

* ACTUAL completion date (dates without asterisks are PLANNED dates)

ATTACHMENT 3

PRIORITY SCHEDULE & DATES					
7-7-88					
Order of Priority	Date Avail.	Carpet	Partitions (CorryHiebert)	Furniture (CorryHiebert)	Remarks
2nd Fl. OTS OIT OTE OSO	6-17 U 7-1 6-17	C U U U	C U none U	C U none U	
GRnd FL. OTS OL OP	C unk unk	C U U	C U U	C U U	
3rd FL. OSWR OTS	now now	C C	C C	C C	
1st FL. OTS OIT (area M)	C C	C C	C C	C C	
5th FL. OSWR MPSS OIT	C C C	C C C	s5-26; s5-26; s5-26;	s5-26;pc7-15 s5-26;pc7-15 s5-26;pc7-15	
4th FL. OSWR OTE OP OMS PPS	now now now now U	c6-20 " " " U	none U	none ;pc7-15 ;pc7-15 ;pc7-15	
6th FL. NESA OEA	C C	C C	C C	C C	

LEGEND: ps = projected start date
s = started (date)
pc = projected completion date
C = Completed (date)
U = Unknown